
Introduction to Volume 6

The Campus-Based Programs include the Federal Work-Study Program (FWS), the Federal Supplemental Educational Grant Program (FSEOG), and the Federal Perkins Loan Program (Perkins Loans). This volume provides the information that schools need to administer those programs.

Here, we provide a summary of the changes and clarifications presented in greater detail in the chapters that follow. **Alone the text herein does not provide schools with the guidance needed to satisfactorily administer the Title IV HEA programs.** For more complete guidance, you should refer to the text in the chapters cited, the Code of Federal Regulations (CFR), and the Higher Education Assistance Act (HEA) as amended.

Throughout this volume, new information is indicated with the following symbol:

NEW

When the text represents a clarification rather than a change, it is indicated with:

Clarification

When we believe that historically there might be some misunderstanding of a requirement, we indicate that with:

Reminder

If we want to point out a bit of helpful information, we indicate it with:

TIP

Finally, if we want to draw your attention to something, we indicate it with:



Notes on Active Links

At the top of each page you will find links to the Federal Student Aid Glossary and Appendices, the Code of Federal Regulation (CFR), and Dear Colleague Letters (DCL).

[Glossary-Acronyms](#) [CFR](#) [DCL](#)

Major Changes

Chapter 1—Campus-Based Programs Common Elements

- ◆ We remind schools that FWS supplemental funding may not be transferred to another Campus-Based program. All FWS supplemental funding must be spent in community service.
- ◆ We clarify that schools designated by the Department of Education's Office of Postsecondary Education Institutional Service (OPE/IS) as eligible Title III or Title V institutions under the Higher Education Act (the HEA) are eligible for a waiver of the FWS and FSEOG matching requirement.
- ◆ We remind schools that the 50-percent federal share limitation for FWS wages paid to students employed by a private, for-profit organization and the 80-percent federal share limitation for the administration of the Job Location and Development (JLD) Program are never waived.

Chapter 2—The Federal Work-Study Program

- ◆ We remind schools that FWS records are used to compile the data submitted by schools on the Fiscal Operations Report section of the FISAP, and that a school must maintain those original FWS records for (including reports of hours worked) as long as it is required to maintain its FISAP data.

Chapter 3—Participating in and Making Loans in the Perkins Loan Program

- ◆ We discuss the requirement in Section 466(c) of the Higher Education Act that schools must return the Federal share of any Excess Liquid Capital (ELC) in the institution's Federal Perkins Loan Revolving Fund.
- ◆ We explain that a school must notify borrowers of the pending assignment of their loan(s) to the Department.
- ◆ We explain how a school should treat Perkins Loan payments made by borrowers to the school after the school has submitted the loan for assignment.
- ◆ We advise schools that they can now complete the Perkins Loan Assignment Form online using the new Perkins Loan Assignment System (PLAS).
- ◆ We explain the process for returning Perkins Loan funds to the Department.
- ◆ We remind schools that they must report to the National Student Loan Data System when a loan has been repaid.

Chapter 4—Perkins Repayment Plans, Forbearance, Deferment, Discharge, and Cancellation

- ◆ We explain how a school should proceed when a borrower who is already receiving cancellation benefits becomes eligible for another type of cancellation.
- ◆ We remind schools that the Department now provides forms through which Perkins Loan borrowers can request deferment and forbearance.
- ◆ We explain the conditions under which a borrower who is unable to complete an academic year of eligible teaching service due to a condition covered under the FMLA may still qualify for a cancellation.

Chapter 5—Perkins Loan Billing, Collection, and Default

- ◆ We explain that all G5 and eCB access now requires Two Factor Authentication (TFA) using an FSA token.
- ◆ We discuss how schools are notified of the status of Perkins Loans submitted for assignment.
- ◆ We have added charts on which we provide information about the necessary documentation that must be included when institutions assign Federal Perkins Loans to the Department.